COUNCIL CUPBOARD MANAGER OR COOKIE JAR MANAGER


PURPOSE OF POSITION: To manage the receipt, storage and distribution of products to Troops/Groups.

TERM and ACCOUNTABLE TO: Appointed by and Accountable to the Council Product Sales Manager for duration of the program.

SUPPORT: Guidance and Training is provided through the Product Program Task Group and Product Sales Department. There is access to relevant materials that prepare for and support this position.

RESPONSIBILITIES:
1. Participate in Product Sale Cupboard Management training.
2. Direct the operation of the Cupboard within the assigned area and provide space to house product.
3. Take delivery of product as needed throughout the sale.
4. Confirm each troop’s order, pick-up date and time via email.
5. Distribute product during set published hours and days.
6. Enter and commit all transfers of products in the product sale software within 24 hours after Troop pick-up.
7. Complete daily inventory, balancing product in hand with inventory count maintained in product sale software.
8. Maintain daily communication with Product Sales department during program period to ensure adequate stock and balanced inventory on hand at all times.
9. Record any damaged product received into product sale software.
10. Assist with product movement between Cupboard locations as needed.
11. Complete end of sale final reports to be submitted with receipts when Cupboard is closed.
12. Complete the membership and background screening process.

QUALITIES REQUIRED:
1. Ability to Focus on Girls: Understand that girls experience the Girl Scout Leadership model by using girl-led, cooperative-learning and learning-by-doing activities.
2. Adaptability: Adjust and modify own behavior, and remain flexible and tolerant in changing situations.
3. Ability to Foster Diversity: Understand and embrace differences.
5. Personal Integrity: Demonstrate personal integrity, credibility and dependability for girls.
6. Skills: Organize and manage information effectively, maintain basic computer literacy with relevant software including intermediate Excel, good communicator, keep accurate and organized records.

VOLUNTEER AGREEMENT

[By choosing this role or by signing the Volunteer Agreement Form on Volunteer Tab, you are accepting the duties and responsibilities of this position.]